

**Advt. No 30 ( January 2024)**

**TERMS & CONDITIONS**

- 1) The category and age limit for various posts is specified in the advertisement. However, age relaxation (if any) for Other Backward Class, Persons with Disability and Ex-Serviceman will be applicable as per Central Govt Rules.
- 2) No change in category will be allowed after submission of the online form.
- 3) The upper age limit shall be reckoned on the date of issue of this advertisement. Higher age limit is relaxable at the discretion of the Appointing Authority in the event of persons having higher qualifications / experience.

**Mode of selection**

- 4) The selection process will consists of two rounds. Round 1 – Skill /Trade Test & Round 2 – Written test.
- 5) Eligible candidates shall be shortlisted and called for skill / trade test. The details of skill/trade test is given in Annexure-A. Candidates who qualify in the skill/trade test shall be called for a final written test. The number of candidates to be called for written test shall be as per the rules of JNARDDC and decision of the appointing authority will be final.
- 6) For the post of Scientific Asst. II, the written test shall comprise of 100 marks question paper (MCQ) consisting of General Awareness, Physics, Chemistry, and Maths of graduation (B.Sc) level. There will be negative marking of  $\frac{1}{4}$  marks (0.25 marks) for each incorrect answer.
- 7) For the post of Junior Asst. the written test shall comprise of 100 marks question paper (MCQ) consisting of English, GK & Current Affairs, Quantitative Aptitude and General Intelligence & Reasoning of graduation level / equivalent. There will be negative marking of  $\frac{1}{4}$  marks (0.25 marks) for each incorrect answer
- 8) For the post of Driver-cum-Lab. Attendant (Ordinary Grade), the written test shall comprise of 50 marks question paper (MCQ) consisting of syllabus up to 8<sup>th</sup> standard level with major emphasis of driving, transport, traffic signs and related matters. There will be negative marking of  $\frac{1}{4}$  marks (0.25 marks) for each incorrect answer.

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- 9) The skill/trade test will be only of qualifying nature and marks in skill test will not be added for further selection process. The final selection will be based on the marks of written test only.
- 10) Candidates working in Government / Semi-government / Public Sector undertaking can submit advance online application. However, they should submit "No Objection Certificate" (NOC) from their employer at the time of written test. The application through proper channel should reach this office not later than 60 days from the date of publication of this advertisement.
- 11) Candidates belonging to reserved category will have to submit/ upload the caste / category certificate in the format prescribed by the Central Government, issued by the competent authority. Persons belonging to OBC have to submit / upload a valid "non-creamy layer" certificate from the competent authority.
- 12) All original certificates and testimonials shall be verified at time of skill / trade test or written exam.
- 13) Outstation candidates called for round-2 viz Final written test will be reimbursed sleeper class return rail fare by the shortest route, strictly on the production of the ticket/proof for the transit fare travel in India only.
- 14) The information and various updates related to recruitment against the advertisement no. 30 will be displayed on the website of the Center <http://www.jnarddc.gov.in> from time to time and as and when required. Candidates are requested to visit the website for any updates stated above instead of making any phone calls or mails or visit the Center. The list of successful candidates along with their marks, category and subject will be displayed on the website.

**How to apply:**

- 15) Submission of application is **ONLINE ONLY**. Candidates willing to apply for more than one post are requested to submit separate online application for each post. The link for online submission of application will be available on the website [www.jnarddc.gov.in](http://www.jnarddc.gov.in) under the sub-head career.

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16) After filling up the online form, candidates have to upload “pdf” of the required supporting documents before clicking the final submit button.

- i. One page Bio-Data / Application format with their photo and signature (pdf file). Format is available on the website [www.jnarddc.gov.in](http://www.jnarddc.gov.in) under the sub-head career.
- ii. All certificates and testimonials relating to qualification, experience, caste / category and others should be scanned and uploaded as per instructions in the google form.

17) Any misleading or wrong information submitted by the candidate will lead to termination of his candidature including his appointment at any stage.

18) **HARD COPIES OF APPLICATIONS WILL NOT BE RECEIVED.** Candidates have to apply online only. Application submitted after the due date will not be considered and no communication thereof will be entertained. Applications will be treated in strict confidence.

**Application fees**

19) Non-refundable application fees shall be Rs.500/- (Rupees Five Hundred only). However, SC / ST / PWD / ESM candidates are exempted from payment of application fees. **For all other categories the candidature shall be rejected in the absence of application fees.**

The application fee has to be paid by RTGS / NEFT / any online mode to the following account.

Beneficiary	Jawaharlal Nehru Aluminium Research, Development & Design Centre (JNARDDC)
Current A/c no.	<b>39952916385</b>
Bank	State Bank of India, Ravinagar Branch, Nagpur.
IFSC code	SBIN0007504

The details of fees paid (URT no., date of online payment, name of bank / payment gateway) has to be submitted while filling the online form.

**Remuneration and terms of appointment**

20) The above vacancies are against regular sanctioned posts of JNARDDC

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- 21) The candidates recruited shall be on probation as per JNARDDC rules.
- 22) In addition to Basic pay, the candidates selected will be eligible for DA, HRA, Transport Allowance and other allowances and benefits as per Central Govt Rules as applicable to JNARDDC employees.
- 23) The decision of the appointing authority of JNARDDC in all matters related to recruitment against this advertisement no.30 shall be final. No correspondence will be entertained from the candidates in connection with the process and procedure of selection / interview. The courts of Nagpur shall be relevant jurisdiction for any disputes related to the above recruitment.
- 24) **No further documents can be added / submitted after the last date of submission of online application. Absence of essential documents will lead to rejection of candidature.**
- 25) Duplication of the submission of application is strictly prohibited.
- 26) The google form application should be filled up / submitted from the candidate's own email-id only.

**OPENING DATE OF SUBMITTING ONLINE APPLICATION IS 13<sup>th</sup> January 2024 (09.00 Hrs)**

**LAST DATE OF SUBMITTING ONLINE APPLICATION IS 6<sup>th</sup> February 2024 (18.00 Hrs)**

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**ANNEXURE – A-1**

**DETAILS of SKILL / TRADE (Scientific Asst-II)**

SN	Item	Description
1	Total	25 marks
2	Time	10 minutes
3	Type of Test	Trade / Skill Test will be designed to assess the ability of a candidate's scientific knowledge and skill about various process, products, lab experiment, sample analysis, instrumentation, working principle, data collection & analysis, R&D work, Testing, etc.
4	Results	The results with marks shall be displayed on the JNARDDC website with a Remark (Qualified / Not qualified) Skill / Trade test is of qualifying nature and their marks shall not be added with the written exam scores. Candidates who qualify in the Skill / Trade Test shall appear for the written exam.

**DETAILS of WRITTEN TEST (Scientific Asst-II)**

*(Only for those candidates who qualify in the SKILL / TRADE TEST)*

SN	Item	Description
1	Total	100 marks (100 questions)
2	Time	2 hours
3	Type of Test	MCQ of science graduation level / equivalent Physics – 25 marks Chemistry – 25 marks Maths - 25 marks General Awareness: 25 marks There will be <b>negative marking</b> of ¼ marks (0.25 marks) for each incorrect answer
4	Results	The results with total marks shall be displayed on the JNARDDC website in the order of merit.

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**ANNEXURE – A-2**

**DETAILS of SKILL / TRADE TEST (Jr Asst.)**

SN	Item	Description
1	Total	25 marks
2	Time	<b>30 minutes</b>
3	Type of Test	<ul style="list-style-type: none"><li>• MS Word – 10 marks (Test designed to assess the ability of a candidate to work using Microsoft Word – preparation of word documents, formats, spell check, previewing, printing, formatting, adding pictures and tables etc)</li><li>• MS Excel Basic – 10 marks (Test designed to assess the ability of a candidate to work using MS-Excel for data typing, spreadsheet, sorting, filtering, formatting, pivot tables, excel shortcuts, hyperlinks, password protection, formulates and other excel functions.</li><li>• Typing skills – 5 marks (Test designed to assess the ability of a candidate to input text by pressing keys on a computer keyboard in the form of letters, numbers and other symbols by reproducing a given passage). If error % exceeds by 10% then NIL marks shall be assigned)</li></ul>
4	Results	The results with marks shall be displayed on the JNARDDC website with a Remark (Qualified / Not qualified). Skill / Trade test is of qualifying nature and their marks shall not be added with the written exam scores. Candidates who qualify in the Skill / Trade test shall appear for the written exam.

**DETAILS of WRITTEN TEST**

*(Only for those candidates who qualify in the SKILL / TRADE TEST)*

SN	Item	Description
1	Total	100 marks (100 questions)
2	Time	2 hours
3	Type of Test	(MCQ of graduation level / equivalent) <ul style="list-style-type: none"><li>• English – 25 marks</li><li>• GK &amp; Current Affairs – 25 marks</li><li>• Quantitative Aptitude – 25 marks</li><li>• General Intelligence &amp; Reasoning – 25 marks</li></ul> There will be <b>negative marking</b> of $\frac{1}{4}$ marks (0.25 marks) for each incorrect answer
4	Results	The results with marks shall be displayed on the JNARDDC website.

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**ANNEXURE – A-3**

**DETAILS of SKILL / TRADE TEST (Driver cum Lab Attendant- Ordinary Grade.)**

SN	Item	Description
1	Total	25 marks
2	Time	10 minutes
3	Type of Test	<ul style="list-style-type: none"><li>• Driving Test.</li><li>• Trade / Skill Test will be designed to assess the ability of a candidate's knowledge and driving skill and traffic signs etc.</li></ul>
4	Results	<p>The results with marks shall be displayed on the JNARDDC website with a Remark (Qualified / Not qualified)</p> <p>Skill / Trade test is of qualifying nature and their marks shall not be added with the written exam scores.</p> <p>Candidates who qualify in the Skill / Trade Test shall appear for the written exam.</p>

**DETAILS of WRITTEN TEST**

*(Only for those candidates who qualify in the SKILL / TRADE TEST)*

SN	Item	Description
1	Total	50 marks (50 questions)
2	Time	1 hour
3	Type of Test	<p>(MCQ of syllabus up to 8<sup>th</sup> standard level with major emphasis of driving, transport, traffic signs and related matters)</p> <p>There will be <b>negative marking</b> of ¼ marks (0.25 marks) for each incorrect answer</p>
4	Results	The results with marks shall be displayed on the JNARDDC website.